User manual for the

TELMA platform

For the

RELMIN project

traitement éléctronique des manuscrits et des archives

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Introduction

The RELMIN project examines the legal status of religious minorities in the Euro-Mediterranean world (5th – 15th century).
RELMIN will collect, study and publish legal texts that defined the status of religious minorities in pre-modern Europe. Rich and varied, the corpus covers ten centuries and a large geographic area; writings in Latin, Arabic, Greek, Hebrew and Aramaic (as well as Spanish, Portuguese, and other European vernaculars), these texts are currently scattered in libraries and archives throughout Europe. They will be collected into a specialized database in their original language, along with translations and commentaries.
An electronic edition of this database could become a reference tool for research into the history of minorities' rights, and interreligious relations.

The database will integrate the corpus using the Telma (Electronic treatment of manuscripts and archives) software platform of the IRHT (Institute for the Research and History of Texts), a research unit of the CNRS.
The electronic edition of this database will be published online in the form of a website. It will be published and updated once the database grows substantial enough, before the end of the first year (5 years).

The Telma platform dates to 2005, and is the product of a joint project between the Ecole Nationale des Chartes and the IRHT. This project has been retained and financed by the CNRS through the TGE Adonis as part of the creation of centres for digital resources adapted for the humanities. Telma comprises the section "historical manuscript sources."

Telma fulfils many of the objectives of creating databases for a corpus of texts:
- the creation of a digital corpus by coding in a specific version of XML (a semantically structured programming language) named TEI (Text Encoding Initiative), which is an XML for the management of texts.
- an electronic edition of the corpus made from the corpus created in TEI.
- a lasting archive for the existing corpus.
- development of the corpus after the end of the research project (the corpus is always accessible and expandable).
- an electronic edition that mirrors the database (the electronic edition incorporates modifications to the database with a systematic, daily update, which continues after the end of the research project).

On the other hand, Telma is not a software program that can be used independently. When creating the corpus, Telma appears as forms to be completed which once transmitted are converted into TEI. That said, each corpus presents different intellectual challenges, so it is necessary to work jointly with the developers of Telma, in order to adapt the generic forms of the platform to the specific needs of each research project.

Consequently for RELMIN, after an initial, formal meeting with Richard Walter (responsible for editorial services and electronic publications at the IRHT), and once RELMIN had been approved by the scientific council of the IRHT, a series of work/audit meetings followed, every month for six months, along with an intense

exchange of e-mails. In addition to the logical adaptation of Telma to the demands of RELMIN (from the computing point of view, mainly the handling of old languages: Arabic, Greek, Hebrew, Latin and their translation into French and English), many functions were developed specifically for the project (the validation of items by the administrator in preparation for the electronic edition, close distinctions between the roles of the items' authors, and the different kinds of collaboration: co-author, translator, and so on).

1. Access

The Telma platform is accessible in two ways:

- *directly* (available to the team in Nantes and select associate researchers): http://form-tei.irht.cnrs.fr
    - Telma login
    - Telma password
- *indirectly* (available only to the team in Nantes): http://www.relmin.eu >> Collaborative space >> Edit corpus Relmin
    - RELMIN website login
    - RELMIN website password
    - Telma login
    - Telma password

2. Modes of use for the platform

The Telma platform can be used both to *display* lists of the records that have been created (stored in the database) and to *create* additional records.

3. Choice of language

From the point of access to Telma (*login page*), it is possible to choose the language for use in the platform (*French or English*) by clicking on the corresponding flag. All of the fields will then be translated into the chosen language.

4. Types of records

There are two main kinds of records: the *records for texts* and the *records for authors*. A record for an author is created only if an affiliated record for a text has already been created.
In other words, one text can be attached to many authors, but an author cannot exist without a text.

Two other types of records also exist: the *records for the glossary* and the *records for users*.
The glossary records allow one to define a term, and the user records provide information about the records' authors.

5. The corpus

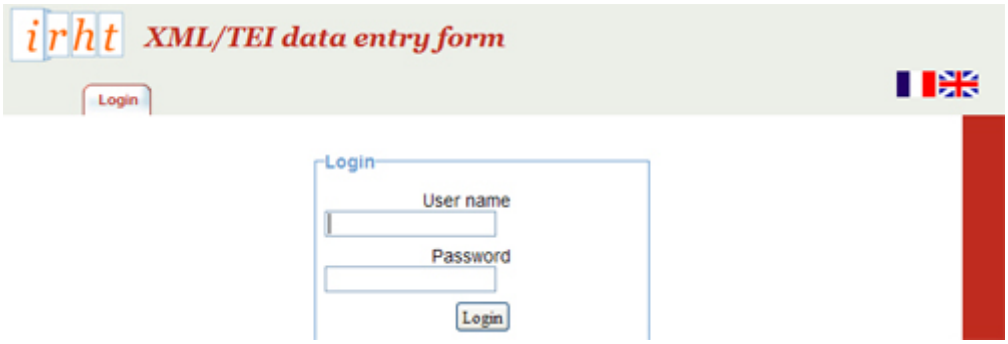
The corpus comprises the whole of the records for texts as well as all of the records for authors.

6. Consultation and creation of records

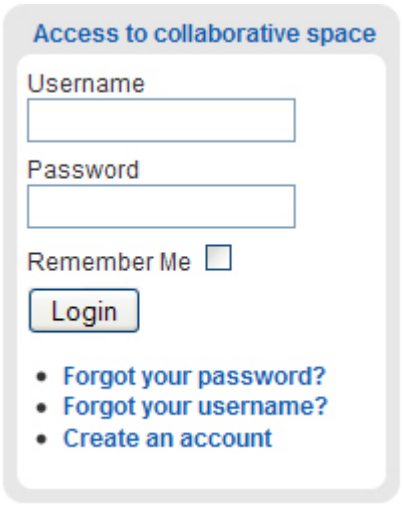
6.1 Login

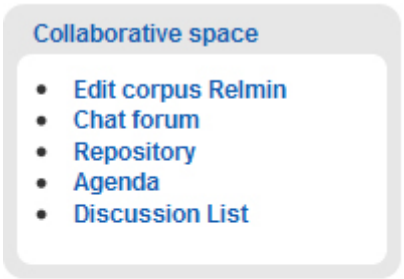
Depending on the chosen mode of access, the login to the Telma platform will appear as follows:

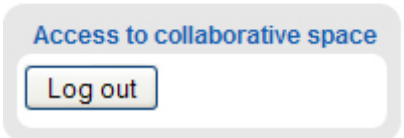
- **Direct access**
- http://form-tei.cnrs.fr



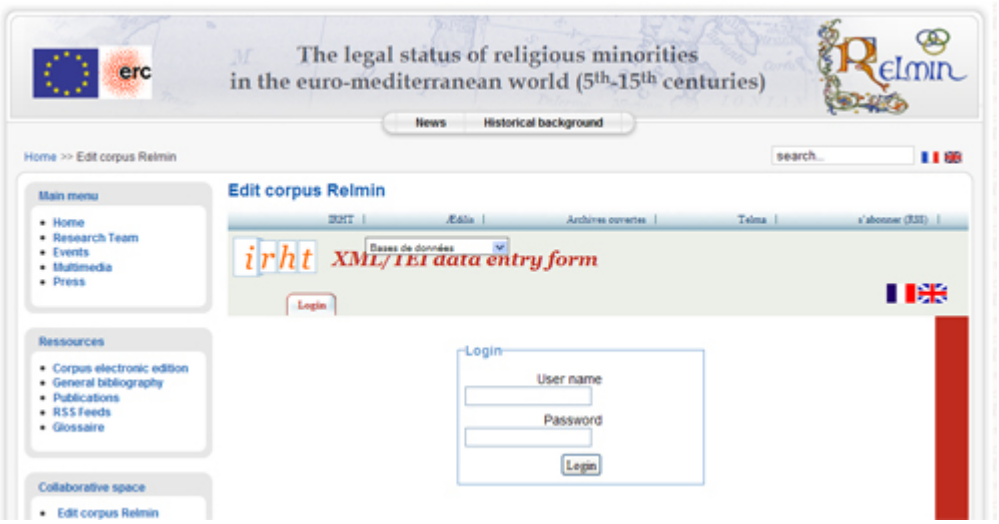
- **Indirect access**
- http://www.relmin.eu







Login to the Telma platform through the collaborative space of the RELMIN website:



6.2 Consultation and/or modification privileges

- *Consultation privileges*
  - Every registered member can consult the corpus. None of the fields can be modified.

- *Creation privileges*
  - All registered members can create new records, whose creators they become.
    All fields are modifiable.

- *Invitation privileges*
  - All registered members can invite other registered members to modify the records that they have created (many kinds of collaboration are anticipated).
    All fields are modifiable.

- *Collaboration privileges*
  - All registered members can modify the records if their creators have invited them to do so.
    All fields are modifiable.
  - Registered members, creators, and collaborators on a notice should specify what role they have played in the record's creation: author, translator, etc.
  - N.B. Creating a notice does not automatically make one its author. It is necessary to specify this as a type of collaboration (author).

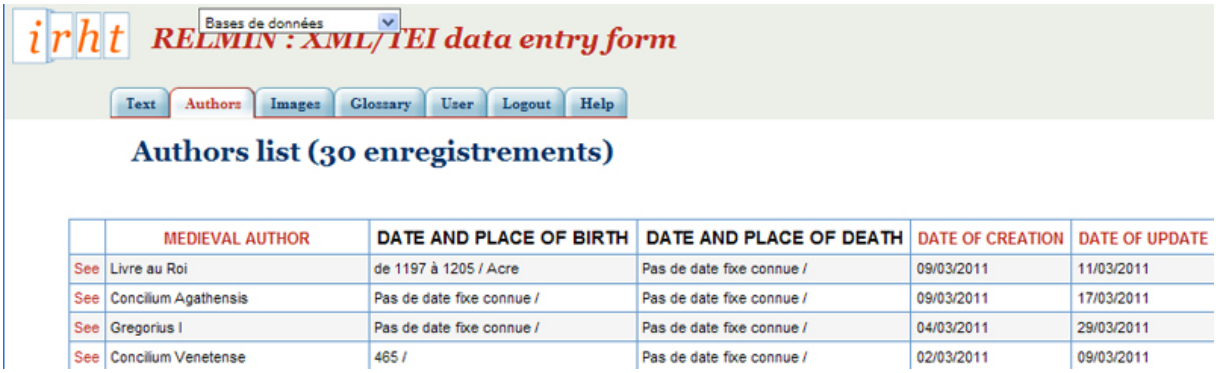
6.3 Consultation of the corpus

6.3.1 The lists

The corpus may be consulted through a *list of texts* as well as a *list of authors*. The default view, which appears after the login, is the *list of texts* like the following.

	ID	AUTHORS	TITLE	REFERENCE	DESCRIPTIVE TITLE	LANGUAGE	DATE OF CREATION	CREATED BY	DATE OF UPDATE	MODIFIED BY	VALIDATED
See	30382		Las Siete Partidas		collection des lois de Alfonse X El Sabio sur la position légale des autres religions dans l'Espagne de la troisième siècle	Espagnol	09/12/2010	vangulik-jw	20/12/2010	vangulik-jw	No
See	1079		Siete Paetidas			Espagnol	29/09/2010	vangulik-jw	29/09/2010	vangulik-jw	No
See	30383		Al-Mudawwana		Traditions islamiques	Arabe	09/12/2010	vangulik-jw	09/12/2010	vangulik-jw	No
See	70995	Al-Wansharisi	حكم تعليم أولاد النصارى القرآن		fatwa sur l'éducation du Coran aux enfants chrétiens	Arabe	28/03/2011	vangulik-jw	29/03/2011	vangulik-jw	No

In addition, by clicking on the blue *"Author"* tab, the *list of authors* is retrieved.



	MEDIEVAL AUTHOR	DATE AND PLACE OF BIRTH	DATE AND PLACE OF DEATH	DATE OF CREATION	DATE OF UPDATE
See	Livre au Roi	de 1197 à 1205 / Acre	Pas de date fixe connue /	09/03/2011	11/03/2011
See	Concilium Agathensis	Pas de date fixe connue /	Pas de date fixe connue /	09/03/2011	17/03/2011
See	Gregorius I	Pas de date fixe connue /	Pas de date fixe connue /	04/03/2011	29/03/2011
See	Concilium Venetense	465 /	Pas de date fixe connue /	02/03/2011	09/03/2011

The columns of the two lists are sortable in descending (1st click) or ascending (2nd click) order: ID, Authors, Title, Reference . . . .

Records (text or author) are consulted, on the basis of the lists, by clicking on the link "**See**" for the desired item, which appears *to the left of each reference*.

6.3.2 The records

In the case of a simple consultation (without the privilege of making additions), the fields cannot be modified (grey).

Example of a text record ….

ID

Automatic id: 1058

Author

	MEDIEVAL AUTHOR	DATE AND PLACE OF BIRTH	DATE AND PLACE OF DEATH	DATE OF CREATION	DATE OF UPDATE
See	Concilium Toletantum quartum	633 / Toledo	Pas de date fixe connue /	30/09/2010	04/03/2011

TITLE

Original title of text: Concilium Toletanum quartum

Descriptive title in french: Sur les juifs devenus chrétiens sur le tard et revenus ensuite à leur ancienn

Descriptive title in english: On the Jews lately made Christians and turn afterward to their former religio

Title of text in French: Tolède IV

Title of text in English: Toledo IV

Text reference: c. 59: De iudaeis dudum christianis et postea in priorem ritum conversis

*… attached to an author record (which appears after clicking on **See**)*

Author

Text

	ORIGINAL TITLE	FRENCH TITLE	ENGLISH TITLE	DATE OF CREATION	DATE OF UPDATE	
See	Concilium Toletantum quartum c. 57	Tolède IV	Toledo IV	06/09/2010	07/04/2011	Delete
See	Concilium Toletanum quartum c. 59: De iudaeis dudum christianis et postea in priorem ritum conversis	Tolède IV	Toledo IV	15/09/2010	07/04/2011	Delete
See	Concilium Toletantum quartum c. 60: De filiis iudaeorum, ut a parentibus separati christianis debeant deputari	Tolède IV	Toledo IV	15/09/2010	07/04/2011	Delete
See	Concilium Toletantum quartum c. 61	Tolède IV	Toledo IV	16/09/2010	07/04/2011	Delete
See	Concilium Toletantum quartum c. 58	Tolède IV	Toledo IV	14/09/2010	07/04/2011	Delete
See	Concilium Toletantum quartum c. 62	Tolède IV	Toledo IV	16/09/2010	07/04/2011	Delete
See	Concilium Toletantum quartum c. 63: De christianorum iudaeorumque coniugiis	Tolède IV	Toledo IV	20/09/2010	07/04/2011	Delete
See	Concilium Toletantum quartum c. 65: Ne iudaei officia publica agant	Tolède IV	Toledo IV	21/09/2010	08/04/2011	Delete
See	Concilium Toletantum quartum c. 66: Ne iudaei mancipium christianum habeant	Tolède IV	Toledo IV	22/09/2010	08/04/2011	Delete
See	Concilium Toletantum quartum c. 64: De iudaeis conversis et post praevaricantibus	Tolède IV	Toledo IV	21/09/2010	08/04/2011	Delete

Add this text | Add a new text

Medieval author

Author name: Concilium Toletantum quartum

Assembly: ☑

Birth: ◉ fixed ○ Period

Birth date : 633

Here, *Concilium Toletantum quartum* appears as the author of ten texts in the corpus (c 57, c59 ….).

By clicking on **See**, one can easily go from the record for the text to the record for the author.

6.3.3 Navigation

Within each record, we always find the same navigation:

- **flags**
  - o French version
  - o English version

- **<** symbol
  - o Previous record

- **>** symbol
  - o Next record

- **+ and -**
  - o expands all of the fields (ID, Author, Title, etc.)
  - o collapses all of the fields

- **list** symbol
  - o return to the list (Texts or Authors)

  Note: Click on the diskette to save the notice first!

- **diskette** symbol
  - o save the record

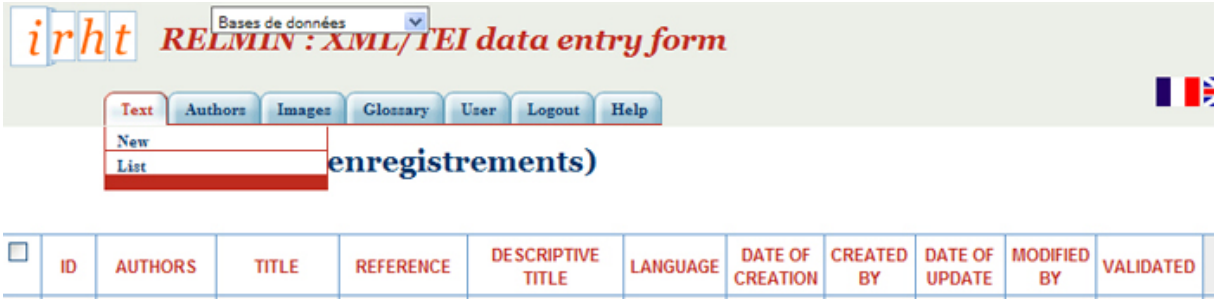
- ***I*** symbol
  - o puts the selected text into italics.
    Select the text to be italicized, then click on ***I***.

- ***Note*** symbol
  - o to create a note at the bottom of the page.
    Place the cursor just after the word to which a note is to be appended, click on *Note*, then add the text of the note between the tags <*note*> et </*note*>

6.4 Creation of records

6.4.1 Creation of a record for a **Text**

- Connect (*directly or indirectly*) and login (*cf. chap 6.1*)
- Create a new record for a text (*Text tab >> New*)

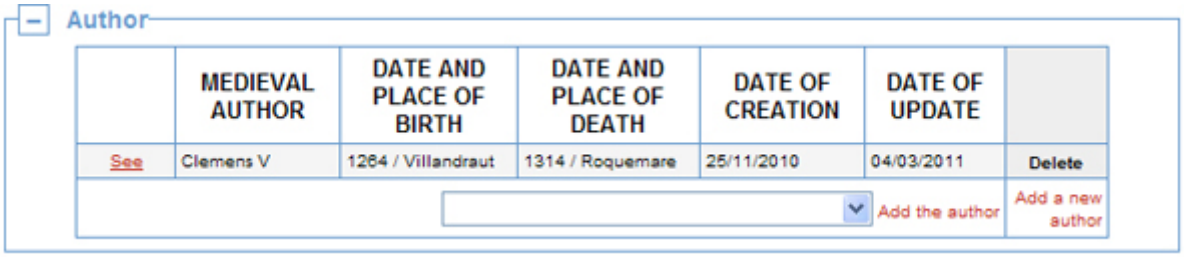


o Description of the fields

- **ID**

a *l* - *Automatic id*: This field is filled by the system. Do nothing.

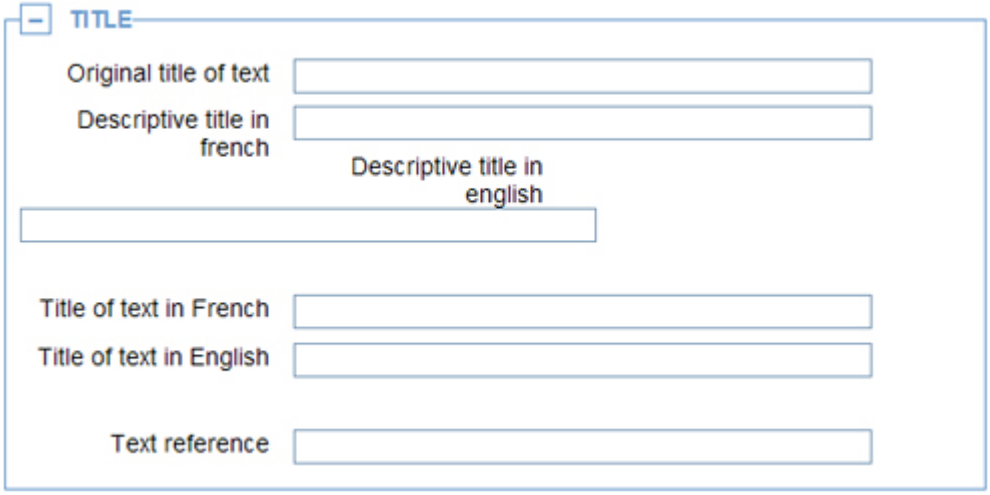
- **Author ***



* *Comments*: The author field can be created only if a record for the text already exists.
* *Procedure*:
  - Create a record for a Text
  - Go to the List of texts
  - **See** the record for the created Text
  - The Author block appears

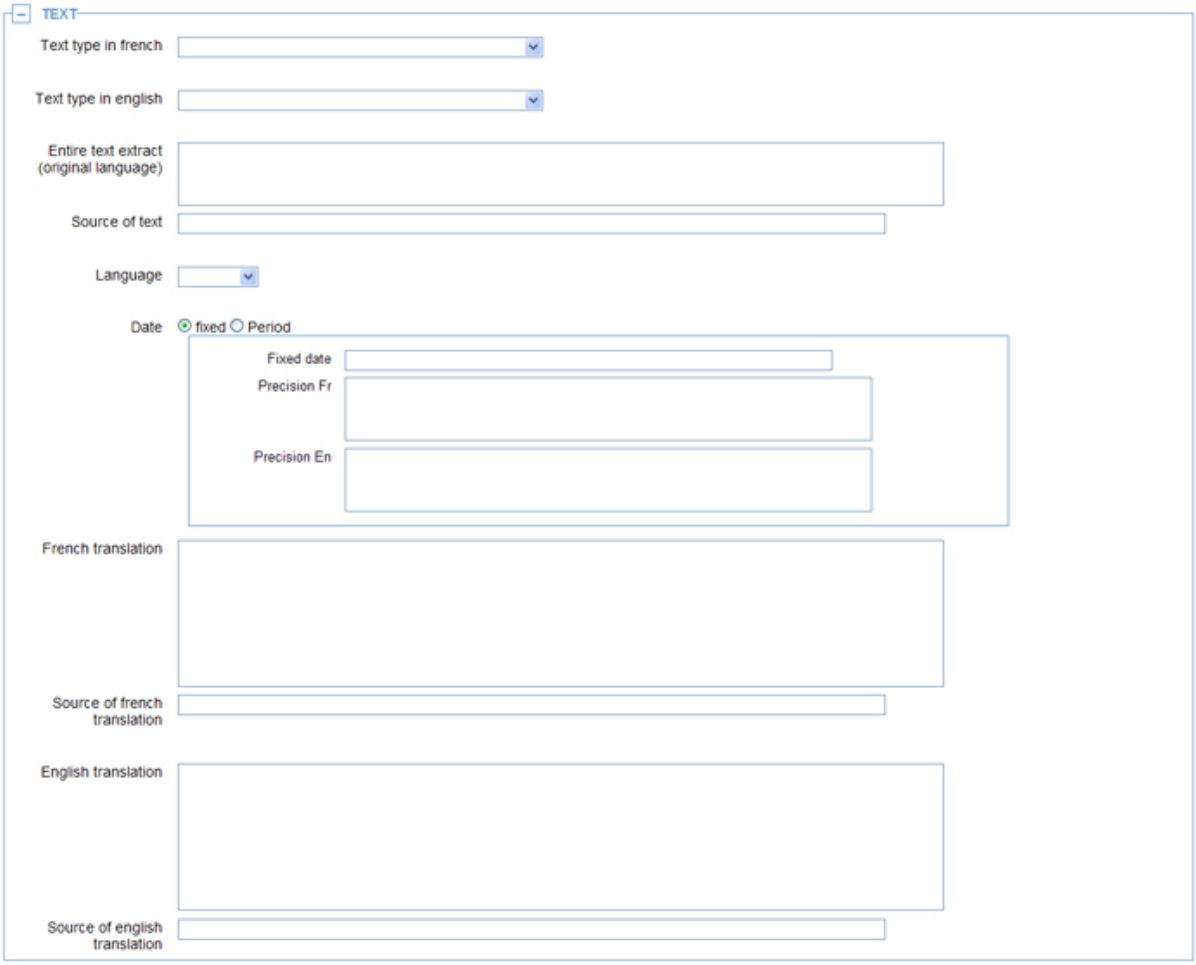
a *l* - *See*: If an Author record has already been attached to the Text record.
b *l* - *Add the author*: Select an author from the list and attach it to the Text record.
c *l* - *Add a new author*: Create a new Author record that is directly attached to the current Text record.

- **Title**



a / - *Original title of text:* Title of the text in its original language
b / - *Descriptive title in French:* Title given by the author of the record for quickly identifying the text's contents (for example: "law on the wearing of distinctive garments" or "interdict against ringing bells in the churches.")
c / - *Descriptive title in English:* English translation of the descriptive title
d / - *Title of text in French:* French translation of the title
e / - *Title of text in English:* English translation of the title
f / - *Text reference:* Numeration (e.g.: Title of the original text >> *Codex Theodosianus / Text reference: 16.8.18*)

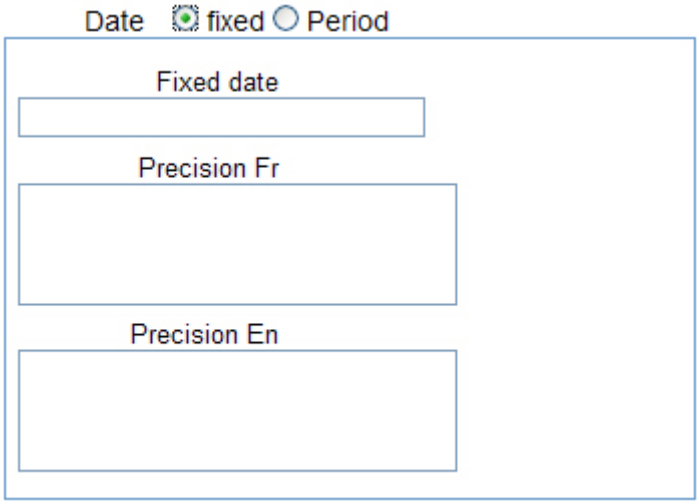
- **Text**



a1 / - *Text type in French:* Choose one from the list (*Fatwa, Responsa…..*) or add a new type of text to the list (*Autre*)
a2 / - *Text type in English:* English translation of the text type
b / - *Entire text extract (original language):* Copy/paste (or edit) the extract from the chosen text in the original language
c / - *Source of text:* An exact bibliographic reference for the source of the text in its original language.
d / - *Language:* Indicate the text's original language by selecting from the list (Latin, Greek, Arabic . . .), or adding a new original language to the list (*Autre*)

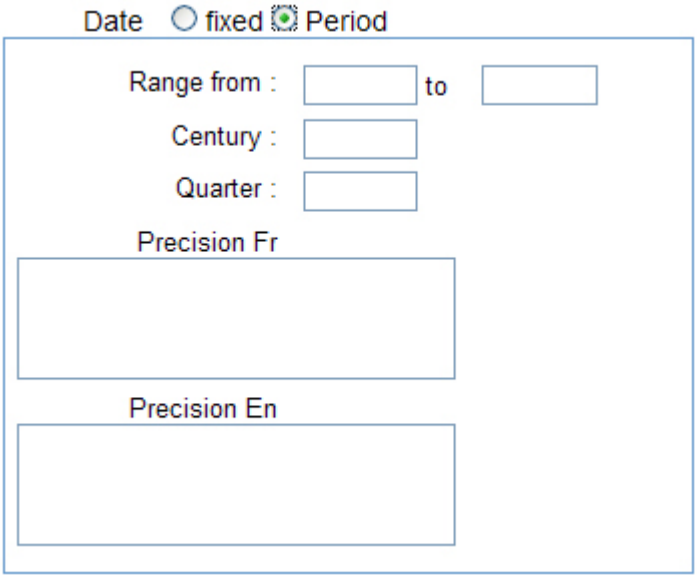
e / - *Date:* The dating of the text. If it is possible to date the text precisely click on "*Fixed date*," if not, click on "*Period*".

e1 / - *Fixed date:* If it is possible, date the text precisely



e1.1 / - *Fixed date:* Specify the date
e1.2 / - *Precisions Fr:* Details on the dating in French
e1.3 / - *Precisions En:* Details on the dating in English

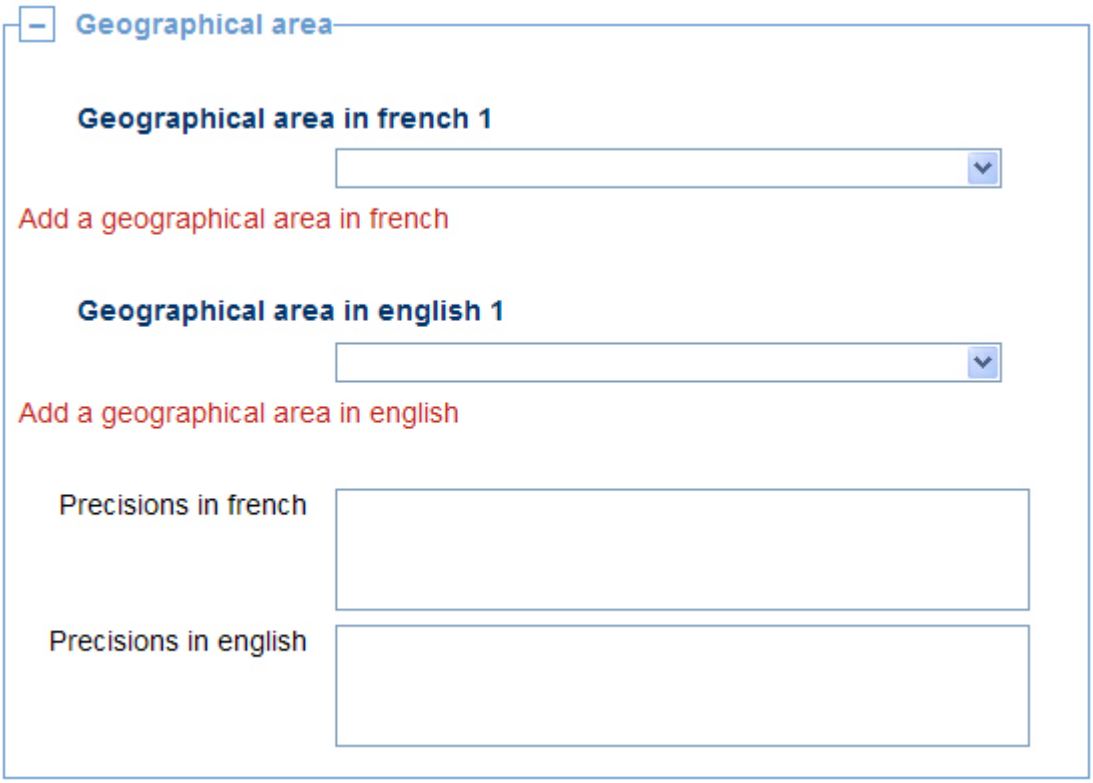
e2 / - *Period:* If it is not possible to date the text precisely



e2.1 / - *Range from ... to*: Indicate the date range
e2.2 / - *Century*: Indicate the century
e2.3 / - *Quarter*: Indicate the quarter-century
e2.4 / - *Precisions Fr*: Details about the dating in French
e2.5 / - *Precisions En*: Details about the dating in English

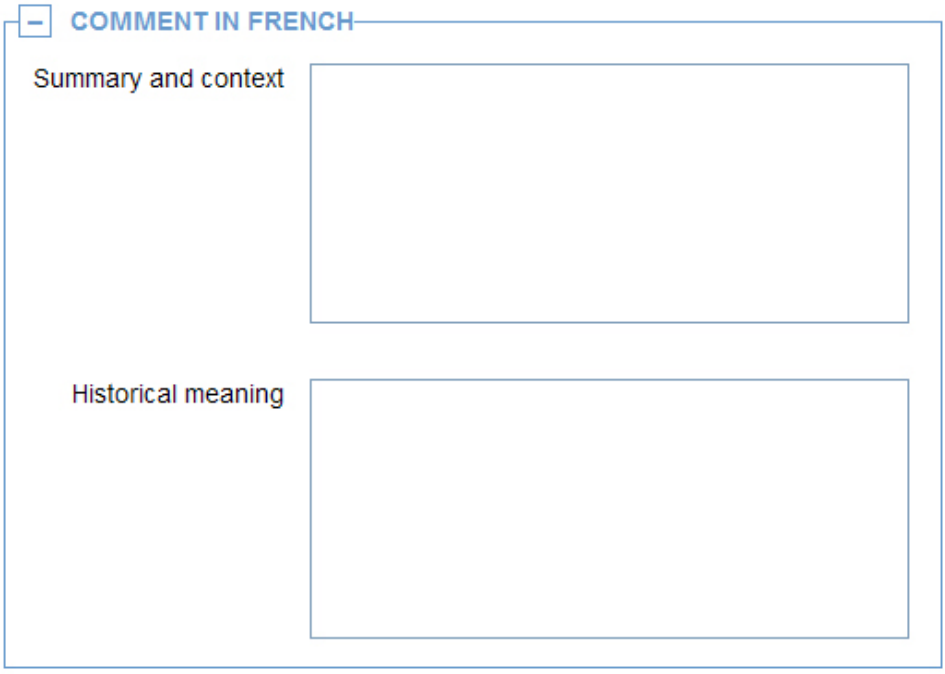
f / - *French Translation:* Copy/paste (or edit) the French translation from the original text
g / - *Source of the French translation:* Cite the source of the French translation if it is from an external source
h / - *English translation:* Copy/paste (or edit) the English translation of the original text
i / - *Source of the English translation:* Cite the source of the English translation if it is from an external source

- **Geographical area**


Geographical area
Geographical area in french 1
Add a geographical area in french
Geographical area in english 1
Add a geographical area in english
Precisions in french
Precisions in english

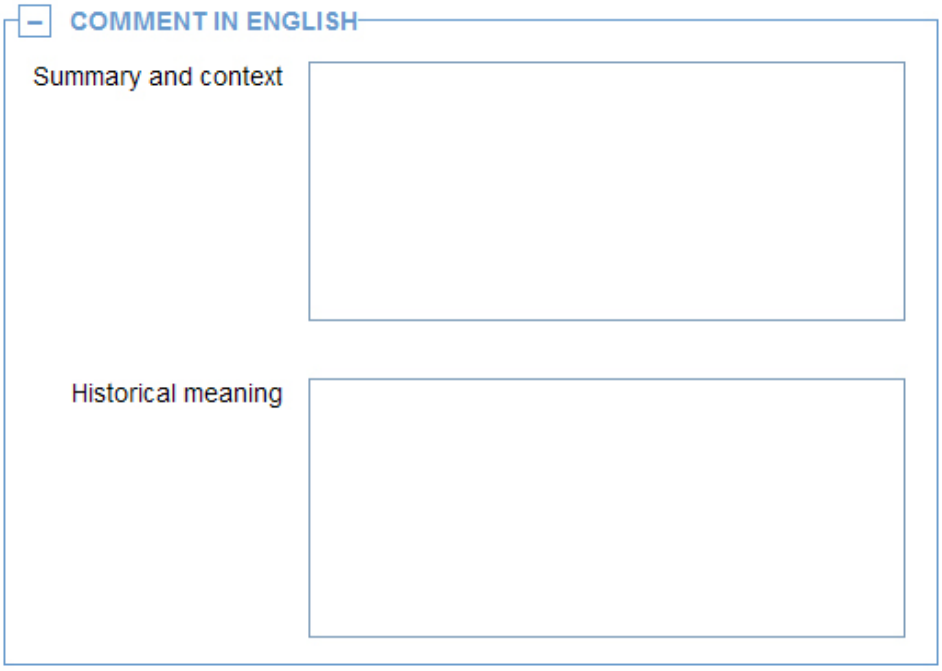
a / *-Geographical area in French: Choose one geographical region from the proposed list, or click on "add a geographic area in French."*
b / *-Geographical area in English: Choose a region from the list, or click on "add a geographic area in English."*
c / *-Precisions in French: Details about the geographic region in French.*
d / *- Precisions in English: Details about the geographic region in English.*

- **Commentary in French**



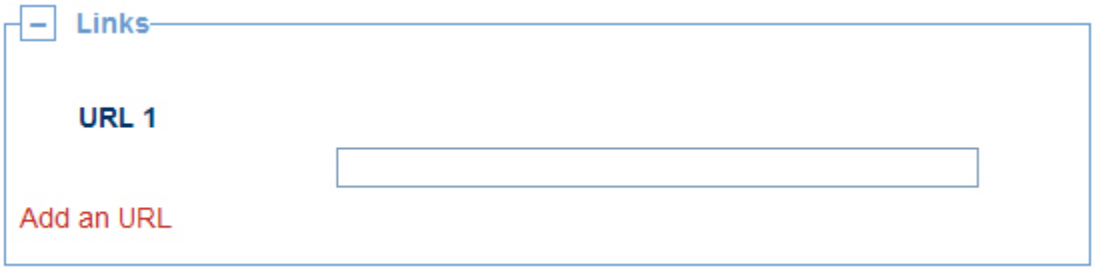
a ***l*** - *Summary and context:* Summary and context for the described text (in French)
b ***l*** - *Historical significance:* One or more paragraphs in which the author explains the importance of the text for the history of interreligious relations. For the French sections, authors can leave them blank if they would rather that another member of the RELMIN team translate into French.

- **Commentary in English**



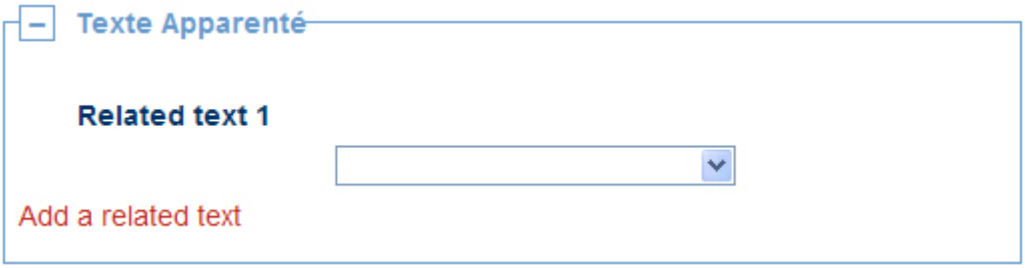
a / - *Summary and context:* Summary and context of the described text (English; 1-3 paragraphs)
b / - *Historical significance:* One or more paragraphs in which the author explains the importance of the text for the history of interreligious relations.
For the English sections, authors can leave them blank if they would rather that another member of the RELMIN team translate into English.

- **Links**



a / - *URL 1:* Add a URL (begin with *http://*) that corresponds to a webpage or a website related to the *Commentary* (*Summary and context / Historical meaning)*
b / - *Add a URL:* Add an additional site.

- **Related text**



a / - *Related text 1:* A related text is a text that is directly connected to the current text. For example, the text of a law may be related to a decision by making reference to it. Related texts are part of the corpus. To link one text, choose one from the list that appears under "Related text 1." To link a second text, click on "*Add a related text*" etc...
b / - *Add a related text:* Links a second (or a third . . .) text from the corpus.
c / -*Delete this related text:* Lets one delete the link that has been created between a text and a related text. This deletion affects only the link between the texts, and not the texts themselves.

- **Bibliographical information**

BIBLIOGRAPHICAL INFORMATION

Manuscript in French

Manuscript in English

Images

PREVIEW	DESCRIPTION	
		Add

Text edition 1

Add an edition

Text translation1

Add a translation

Etude 1

Add a study

a/ - *Manuscript in French:* Shelfmark of the manuscript in French (City, library, shelfmark, folios, and the exact or approximate date of the manuscript if possible).
Note, this field allows:

- creating a list of manuscripts (see the example below)
- commenting on the existence of manuscripts (e.g.: We do not possess the acts of the council, which were composed by William of Tyre. . .).

In the first case (creating a list of manuscripts), each manuscript needs to be listed with a hyphen then a space for formatting purposes in Relmin's electronic edition.
Example:
-El Escorial, Real Biblioteca de San Lorenzo, D.I.1
-El Escorial, Real Biblioteca de San Lorenzo, D.I.2
-El Escorial, Real Biblioteca de San Lorenzo, E.I.12

b/ - *Manuscript in English:* Shelfmark of the manuscript in English. The same constraints apply as for Manuscripts in French.
c/ - *Images* ***:** It is possible to insert images related to the described text. These images should be inserted and described in the database in advance.
c1/ - *Add:* Links the current text to one or more images that have already been inserted and described in the database.

***** Procedure for inserting images into the database:
To link an image to a text, it must already have been inserted and described in the database. To insert an image do the following:
- Click on the **tab** "*Images*" at the top of the page.
- Click on "*Ajouter*"
- Click on "*Parcourir*": to insert an image from your computer
- Description: to comment on the image
- Return to the current text from the "*Images*" window
- Click on "*Add*": the images/descriptions stored in the database will appear together.
- Select the desired image, which will appear in miniature with its description in the "*Images*" **window**
- Repeat the procedure for each insertion of an image

d / - *Text edition 1:* In order to cite the different editions of the text in question, create a new field for each edition. This field corresponds to the reference to one edition of the text.

d1 / - *Add an edition:* Create a new field to make reference a second (third, etc.) edition

d2 / -*Delete this edition:* To delete the edition indicated

e / - *Text translation 1:* In order to cite the different translations of the text, create a new field for each translation.

e1 / - *Add a translation:* Create a new field to make reference to a second (third, etc.) translation

e2 / - *Delete this translation:* To delete the translation indicated

f / - *Study 1:* In order to cite the different studies on the current text create a new field for each. Each field corresponds to a reference for the text

f1 / - *Add a study:* Create a new field to make reference to a second (third, etc.) study

f2 / - *Delete this study:* To delete the study indicated

Remarks: *Format of the bibliographic references*:

- Books:
  - N. Surname, *Title* (City, year).

Example:
M. Cohen, *Under crescent and cross: the Jews in the Middle Ages* (Princeton, 1994).

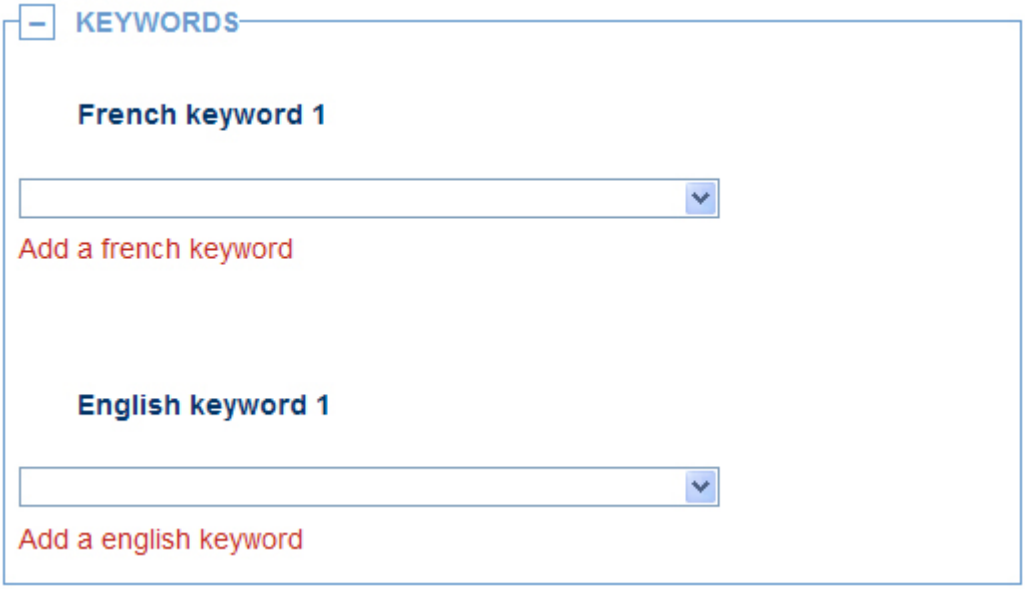
- Journal articles:
  - N. Surname, "Title of the article", *Title of the Journal* no. volume (year), pages.

Example:
M. Kriegel, « Prémarranisme et Inquisition en Provence au XIV^{e} siècle », *Provence historique*, 27 (1977), 313-323.

- Chapters or articles in collected works:
  - N. Surname, "Title of the article", N. Surname of the editor, ed., *Title of the* book (City, year), pages.

Example:
J. Bloom, “Mosque Towers and Church Towers in Early Medieval Spain,” in T. Gaehtgens, ed., *Künstlerischer Austausch: Akten des XXVIII internationalen Kongresses für Kunstgeschichte* (Berlin, 1993), 361-71.

- **Keywords**



a *I* - *French keyword 1*: In order to insert French keywords for the text. This field corresponds to a selection of French keywords from a list of keywords in the corpus. Together the keywords from the different texts in the corpus comprise the list of keywords.
If the keyword to be added is not in the existing list, click on "*Other*" at the end of the list to add a new French keyword to the list.

a1 *I* - *Add a French keyword*: To add a second (third, etc.) French keyword for the current text.

a2 *I* - *Delete this keyword*: To delete that French keyword. The keyword itself will not be deleted. If it is used for another text, it will continue to appear in the list of keywords. It will affect only the text concerned.

b *I* - *English keyword 1*: In order to insert English keywords for the text. This field corresponds to a selection of English keywords from a list of keywords in the corpus. Together the keywords from the different texts in the corpus comprise the list of keywords.
If the keyword to be added is not in the existing list, click on "*Other*" at the end of the list to add a new English keyword to the list.

b1 *I* - *Add an English keyword*: To add a second (third, etc.) English keyword to the text.

b2 *I* - *Delete this keyword*: To delete that English keyword. The keyword itself will not be deleted. If it is used for another text, it will continue to appear in the list of keywords. This will only affect the text concerned.

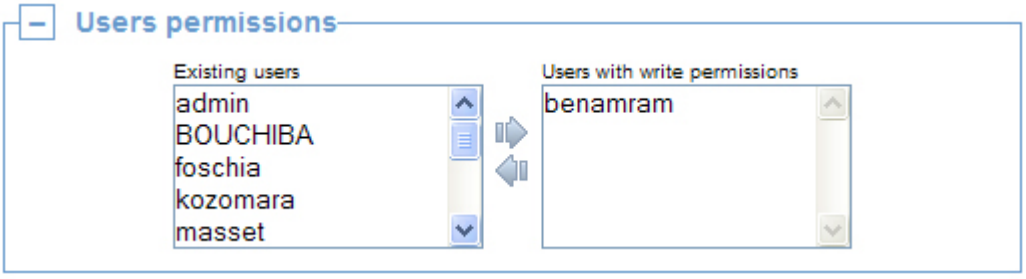
- **Collaborators of the notice**

a / - *Collaborator 1:* Each record should be signed by the different collaborators. The creator chooses his or her name from the drop-down list *Name*, and selects the *Type of collaboration* "auteur". Other kinds of collaboration are possible, including translation, research for bibliographic references …
b / - *Name*: Name of the record's collaborator 1. This name should be associated with a type of collaboration.
c / - *Type of collaboration*: List of different kinds of collaboration (author, translator …). It is possible to create a new kind of collaboration by choosing "autre."
d / - *Add a collaborator*: The preceding combination of fields can be repeated to add new collaborators for the record (Collaborator 2 then Collaborator 3 and so on).

- **Save**

a / - *Click on the disc* to create a new record or to save modifications to an existing record (it also appears in the vertical navigation bar – *cf. chap. 6.3.3*).
Reminder: it is always necessary to save a text, before creating a record for its author. After opening a text that has previously been saved, it is possible to create an author record.

- **User permissions**

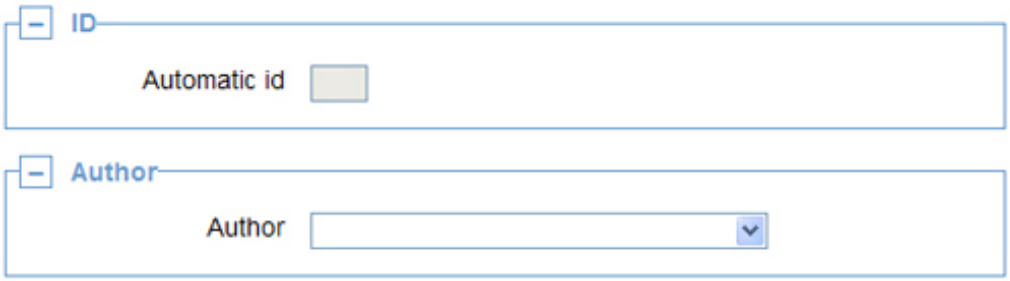


a / - *Existing users:* registered members of the RELMIN project, the records' creators.
b / - *Users with write permissions for this manuscript:* members with privileges to do so can write in the record concerned. Only the record's creator (here, benamram) can "invite" other registered members (here admin, BOUCHIBA, etc.) to collaborate on the record in question. This gives them the same writing privileges as the record's creator.

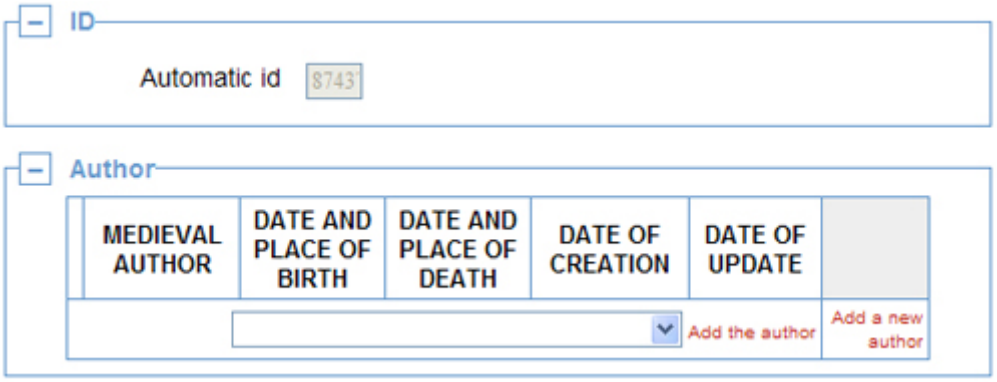
6.4.2 Creation of a record for an **Author**

To create an author, it is necessary to have created a text beforehand. An author cannot be created alone, it is always associated with one or more texts.

When a new text is created (*Text >> New*), the author field does not exist in its entirety. Only the list of authors that has already been created exists.



After the text has been saved, the complete "Author" field will appear once it is reopened.



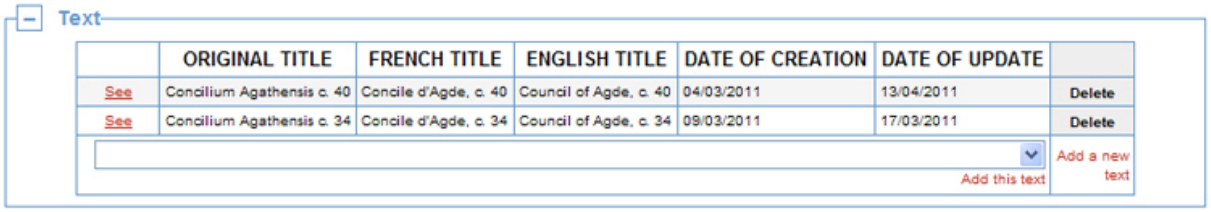
- **Two possible choices**:

1 / - To add an author with an existing record, select from the list of authors and click on "*Add the author*". It is then possible to see the corresponding Author record (*See*) or to delete the link to this author (*Delete*).

2 / - "*Add a new author*" prompts the creation of an Author record that will automatically be linked to the current record.

o Description of the fields

- **Text**



The list of the texts attributed to the author will appear in this window.

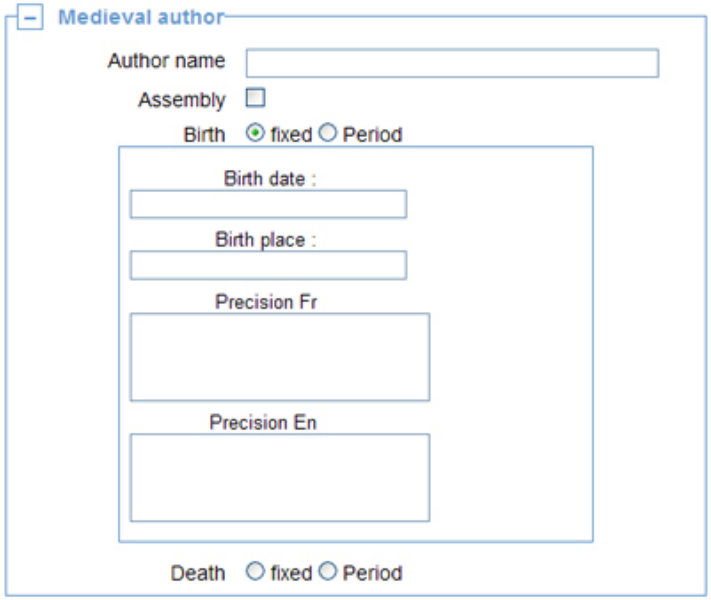
- **Medieval Author**

a1 / - *Author name*: Give the name of the author (principal name). There is also a window "Different author name(s)" that allows the addition of different versions of the author's name. .

a2 / - *Assembly*: Check this box if the author is an assembly (e.g. a Council). In this case, the names of the following fields (*Birth* and *Death*) will automatically be replaced (*Beginning* and *End*) in the electronic edition.

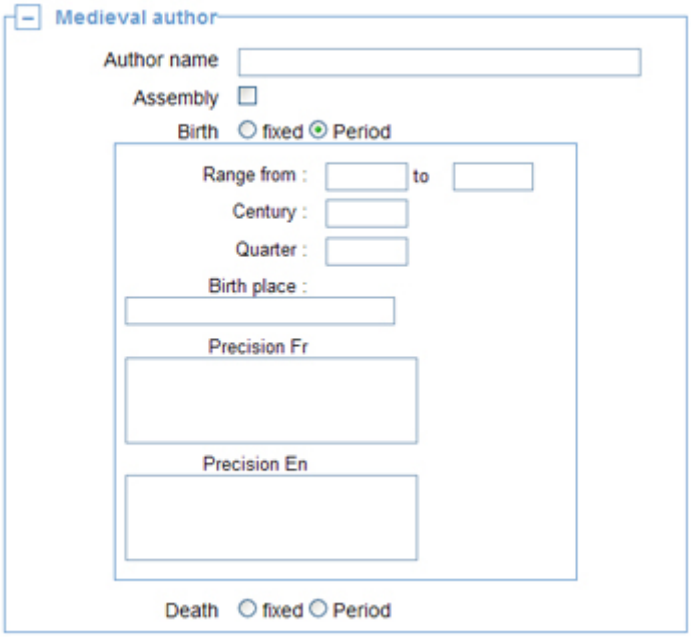
b / - *Birth Date*: the windows below, *fixed* and *Period*, are for specifying the date or the period (if approximate)

b1 / - *Fixed*: If there is not an exact birth date



b1.1 / - *Birth date*: exact date
b1.2 / - *Birth place*: specify the place of birth if it is known
b1.3 / - *Precisions Fr*: details of the date and place of birth in French
b1.4 / - *Precisions En*: details of the date and place of birth in English

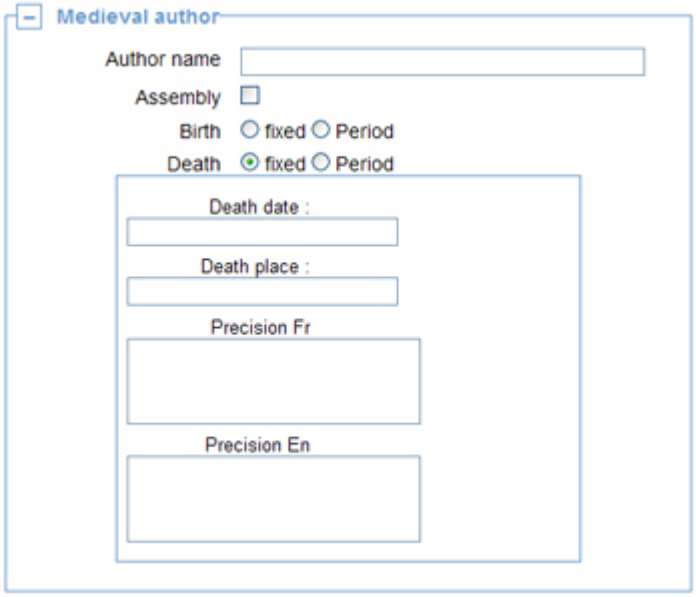
b2 / - *Period*: If there is not an exact date of birth



b2.1 / - *Range from … to*: to indicate the date range
b2.2 / - *Century*: to indicate the century
b2.3 / - *Quarter*: to indicate the quarter-century
b2.4 / - *Birth place*: to indicate the place of birth if it is known
b2.5 / - *Precisions Fr:* details about the date and place of birth in French
b2.6 / - *Precisions En*: details about the date and place of birth in English

c / - *Death*

c1 / - *Fixed*: If there is an exact date of death



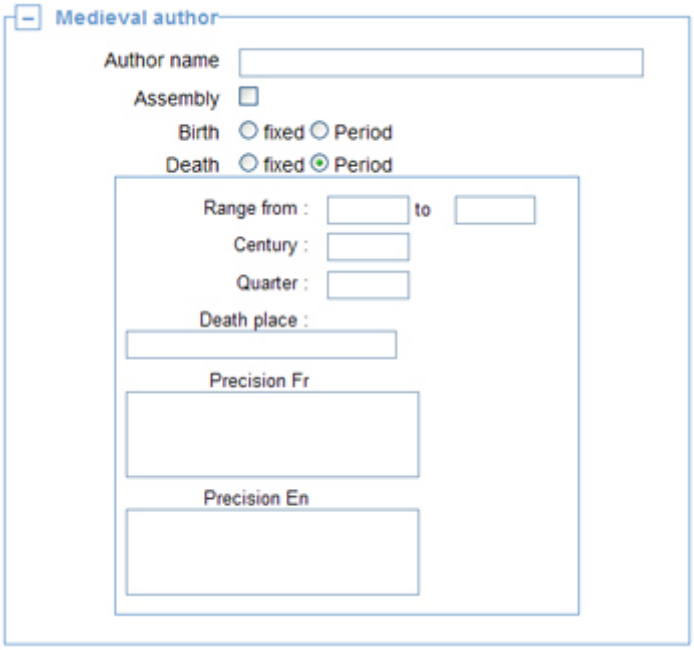
c1.1 / *Death date*: exact date of death

c1.2 / *Death place*: specify the place where the author died if it is known

c1.3 / *Precisions Fr*: details about the date and place of death in French

c1.4 / *Precisions En*: details about the date and place of death in English

c2 / - *Period*: If there is no exact date of death



c2.1 / - *Range from ... to*: indicate a date range

c2.2 / - *Century*: to indicate the century

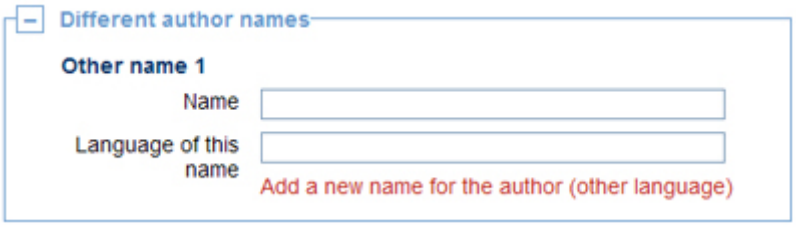
c2.3 / - *Quarter*: to indicate the quarter-century

c2.4 / - *Death place*: to indicate the place where the author died, if it is known

c2.5 / - *Precisions Fr:* details about the date and place of death in French

c2.6 / - *Precisions En*: details about the date and place of death in English

- **Different author names**



a / - *Other name 1*: If the author's name takes other forms in different languages

a1 / - *Name*: second name of the author

a2 / - *Language of this name*: to indicate the language in which this version of the author's name is used

a3 / - *Add a new name for the author (other language)*: A third version of the author's name can be added.

a3.1 / - *Other name 2*:

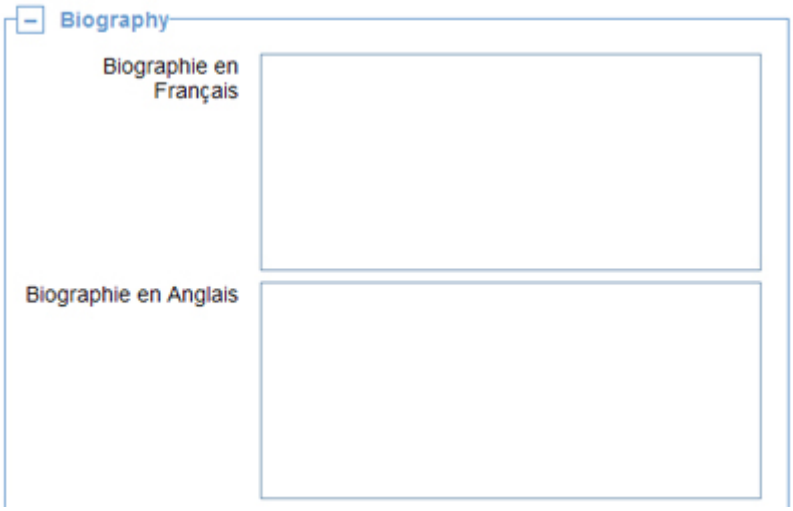
a3.1.1 / - *Name*: third name of the author

a3.1.2 / - *Language of this name*: to indicate the language in which this version of the author's name is used

a3.1.3 / - *Delete this name*: A version can be deleted.

a3.1.4 / - *Add a new name for the author (other language)*: A fourth (fifth, etc.) version of the author's name can be added

- **Biography**

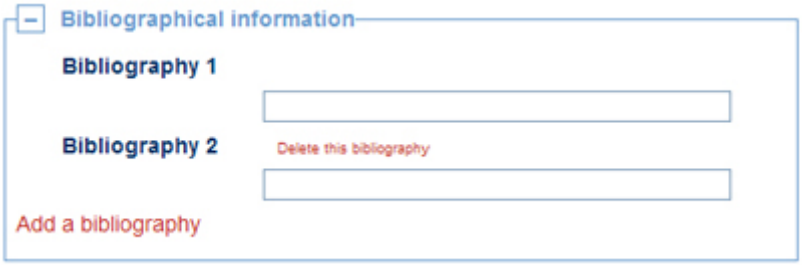


a / - *Biography in French*: A brief biography of the author in French (1-3 paragraphs)
b / - *Biography in English*: A biography of the author in English (1-3 paragraphs).

As with the sections in English in the "Text" records, you can leave these blank, if you would prefer another member of the RELMIN team translate them into English or French.

- **Bibliographic information**

a / - *Bibliography 1*: To make the first bibliographic reference for the author
b / - *Add a bibliography*: for the creation of a second bibliographic reference to the author



b1 / - *Bibliography 2*:
b2 / - *Delete this bibliography*: option to delete the current bibliographic reference
b3 / - *Add a bibliography*: option for a third (fourth, etc.) bibliographic reference to the author

Format for the bibliographic references: same as the above (p. 22).

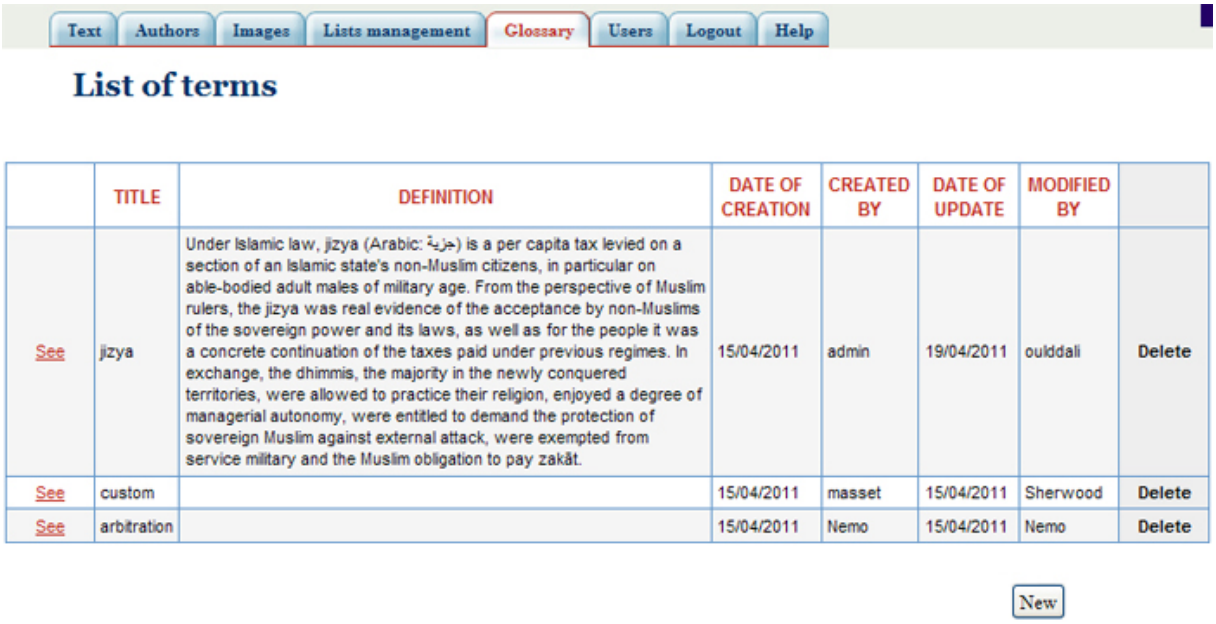
- **Collaborators of the notice**

a / - *Collaborator 1:* Each record should be signed by the different collaborators. The creator chooses his or her name from the drop-down list *Name*, and selects the *Type of collaboration* "auteur". Other kinds of collaboration are possible, including translation, research for bibliographic references . . .
b / - *Name*: Name of the record's collaborator 1. This name should be associated with a type of collaboration.
c / - *Type of collaboration*: List of different kinds of collaboration (author, translator. .). It is possible to create a new kind of collaboration by choosing "autre."
d / - *Add a collaborator*: The preceding combination of fields can be repeated to add new collaborators for the record (Collaborator 2 then Collaborator 3 and so on).

6.4.3 Creation of a record in the **Glossary**

The Telma platform not only allows the creation of records for *Text* and *Author*, but also for *Glossary* records for the definition of terms. These terms will be underlined automatically, and their definition will appear when they are passed over by the mouse in the electronic edition.

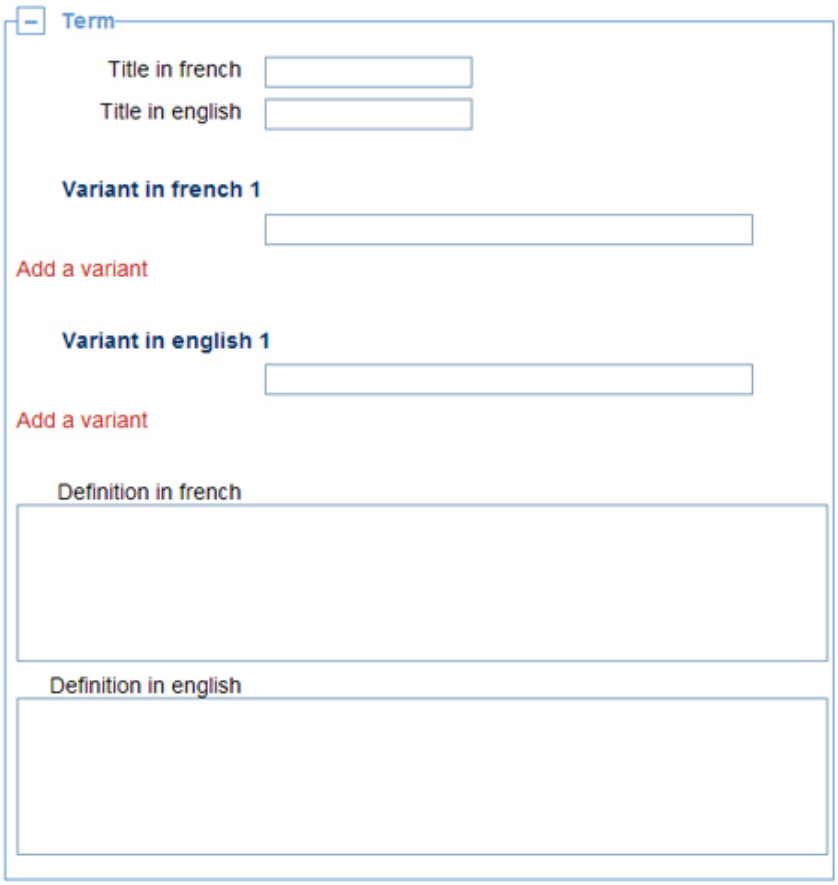
In clicking on the tab *Glossary*, the *List of terms* included in the glossary appear.


Text
Authors
Images
Lists management
Glossary
Users
Logout
Help
List of terms
TITLE
DEFINITION
DATE OF CREATION
CREATED BY
DATE OF UPDATE
MODIFIED BY
See
jizya
Under Islamic law, jizya (Arabic: جزية) is a per capita tax levied on a section of an Islamic state's non-Muslim citizens, in particular on able-bodied adult males of military age. From the perspective of Muslim rulers, the jizya was real evidence of the acceptance by non-Muslims of the sovereign power and its laws, as well as for the people it was a concrete continuation of the taxes paid under previous regimes. In exchange, the dhimmis, the majority in the newly conquered territories, were allowed to practice their religion, enjoyed a degree of managerial autonomy, were entitled to demand the protection of sovereign Muslim against external attack, were exempted from service military and the Muslim obligation to pay zakāt.
15/04/2011
admin
19/04/2011
oulddali
Delete
See
custom
15/04/2011
masset
15/04/2011
Sherwood
Delete
See
arbitration
15/04/2011
Nemo
15/04/2011
Nemo
Delete
New

Clicking on "**See**" will display the Glossary records that are in the database. Finally, to create a new record in the Glossary click on the button marked "**New**".

o Description of the fields

Term



a / *Title in French*: term to be defined (main version) in French.
b / *Title in English*: term to be defined (main version) in English
c / *Variant in French 1*: variant 1 of the main term in French
d / *Add a variant*: to create a variant 2, variant 3 . . .
e / *Variant in English 1*: variant 1 in English
f / *Add a variant*: to create a variant 2, variant 3 . . . in English
g / *Definition in French*: definition of the term translated into French
h / *Definition in English*: definition of the term in English

Note on the use of the Glossary
- If the term exists in French (ex: "*taxe de capitation*")>>> translate it into English ("*capitation tax*")
- If the term exists in French transliteration (ex: "*ǧizya*")>>> transliterate it into English, if different (ex: "*jizya*"). If the transliteration is the same in English, enter the same term for the EN version
- If there is an additional variant in French (ex: "*djizya*"), enter it as a variant FR. If there is no equivalent in English, leave the corresponding field empty.
- **If the term exists in Latin, Greek, Arabic ... >>> indicate the same term in the fields FR and EN**
- if the definition comes from an external source, use the "*Note*" button to cite the source

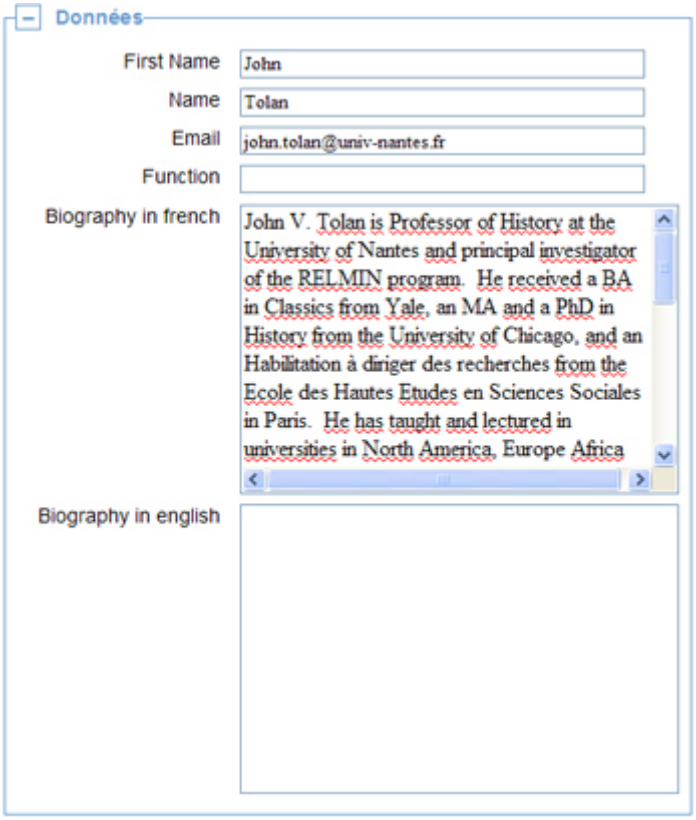
In short, the title "*Variant in French*" is "*Variant for the French version*", the same for the English version.

6.4.4 Creation of a record for a **User**

Everyone how has an account in the Relmin database (login and password) who can create records for *Text, Author* and *Glossary*, can also create (and update) their own *User* record.

In the *electronic edition*, a *User* is called a *Relmin Contributor*. Each User notice lets one briefly describe the contributor to the Relmin project (surname, forename, biography …).

o Description of the fields


Données
First Name
John
Name
Tolan
Email
john.tolan@univ-nantes.fr
Function
Biography in french
John V. Tolan is Professor of History at the University of Nantes and principal investigator of the RELMIN program. He received a BA in Classics from Yale, an MA and a PhD in History from the University of Chicago, and an Habilitation à diriger des recherches from the Ecole des Hautes Etudes en Sciences Sociales in Paris. He has taught and lectured in universities in North America, Europe Africa
Biography in english

a / *First name*: User's forename.
b / *Name*: User's surname
c / *Email*: User's e-mail
d / *Function*: function within the Relmin project (Doctoral student, Post-doctoral researcher …), which can later be updated (*Assistant professor …)*
e / *Biography in French*: Brief biography of the user translated into French
f / *Biography in English*: Brief biography in English